

Center for Excellence in Education's -- Records Retention Policy

Description of Record(s)	Manner of Record Keeping	Disposition
I. Corporate/organizational records		
Incorporation documents including articles of incorporation, bylaws, and related documents	Store in corporate files	<u>Permanent.</u>
Tax-exemption documents including application for tax exemption (IRS Form 1023), IRS determination letter, and any related documents	Store in corporate files	<u>Permanent.</u>
Meeting/board documents including agendas, minutes and related documents	Complie & file records on yearly basis; Store in corporate record book	<u>Permanent.</u> Care is taken to include only necessary information in these documents.
II. Financial records:		
Year end Treasurer's financial report/statement	Store in corporate files	<u>Permanent.</u>
Treasurer's reports, periodic	Complie & file records on yearly basis.	<u>Three Years.</u> Store w/financial records. Destroy after three years.
Bank statements, canceled checks, check registers, investment statements, and related documents	Compile & file records on yearly basis.	<u>Seven Years.</u> Store w/financial records. Destroy after seven years
Annual information retures (IRS Forms 990)	Federal law requires that the three most recent years returns be kept in the organization's headquarters office and be made available for public inspection upon request.	<u>Seven Years.</u> Store w/financial records. Destroy after seven years
III. Educational materials		
Training materials	Electroinc copy may be appropriate for reference; destroy all paper copies of outdated materials	Destory all but 1 copy which is kept in archives <u>permanently</u>
Copywritten materials - including each revision to website		<u>Permanently.</u> Keep 1 copy of each copywritten material
IV. Presenter/trainer records:		
Volunteer applications	Convert to electronic record	<u>Permanent.</u>
Certification list	Save as electroinc record	<u>Permanent.</u>
Background checks; committee decisions		
V. Informal internal communications		

Email		<u>One year.</u> Delete all unused/unaccessed records after one year
VI. Human Resources records		
Employee files		<u>Three years</u> after termination
VII. Development/Program records		
Program alumni applications	Save as electronic and hardcopy	<u>Permanent.</u>
Funded grant proposals, reports, correspondence, etc.	Save as electronic and hardcopy	<u>Permanent.</u>
Rejected grant proposals	Save as electronic and hardcopy	<u>Permanent.</u>
Donors records	Save as electronic and hardcopy	<u>Permanent.</u>